

Reclamation Manual

Directives and Standards

Subject: Responsibilities for Publication Printing, Publication Distribution, and Reprographics Management

Purpose: Prescribes requirements and responsibilities for the Bureau of Reclamation Printing, Publications, and Reprographics Management Program.

Authority: Laws and regulations cited and defined in 314 DM.

Contact: Records and Office Services Group, D-7920

1. **Responsibilities.** The Director, Management Services, Reclamation Service Center (RSC), has the overall responsibility for Reclamation's printing, publications, and reprographics management program.
 - A. Property and Office Services, D-7900, with Public Affairs, W-1540, with input from Regional and Area Offices, develops and implements all policies, standards, and procedures for an effective Publications Management Program.
 - B. Property and Office Services, RSC, provides liaison with the Department of the Interior (Department) on all printing functions. The Publications Management Officer (PMO) and Regional Publications Liaison Officers are authorized to order printing from the Government Printing Office.
 - C. Technical Communications Group, D-8620, is responsible for preparing drafts and finals of environmental impact statements; planning reports; plan formulation working documents; scoping reports; and technical, scientific, engineering, and miscellaneous reports produced through the RSC. Printing of these reports is accomplished through D-7921.
 - D. Each Regional Office, the RSC, and the Administrative Service Center will designate a Publications Liaison Officer to interpret and implement policies and requirements and to maintain centralized oversight for its printing and publications activities.
 - E. The Manager, Property and Office Services, carries out the responsibility for the Director, Management Services Office (MSO), by:
 - (1) Designating a Reclamation PMO.
 - (2) Providing a representative to the Department's Publishing Council.

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- (3) Providing guidance, regulations, Departmental directives, etc., to Reclamation's regional Publications Liaison Officers who are responsible for informing regional Public Affairs Officers and Area Office management.
 - (4) Conducting management control reviews as required by Office of Management and Budget.
 - (5) Providing administrative oversight and guidance to all Reclamation offices as necessary.
2. **General Guidelines.** Offices will only publish documents that are required in the conduct of official business, including furnishing information on Reclamation's technical and scientific findings, accomplishments, and activities.